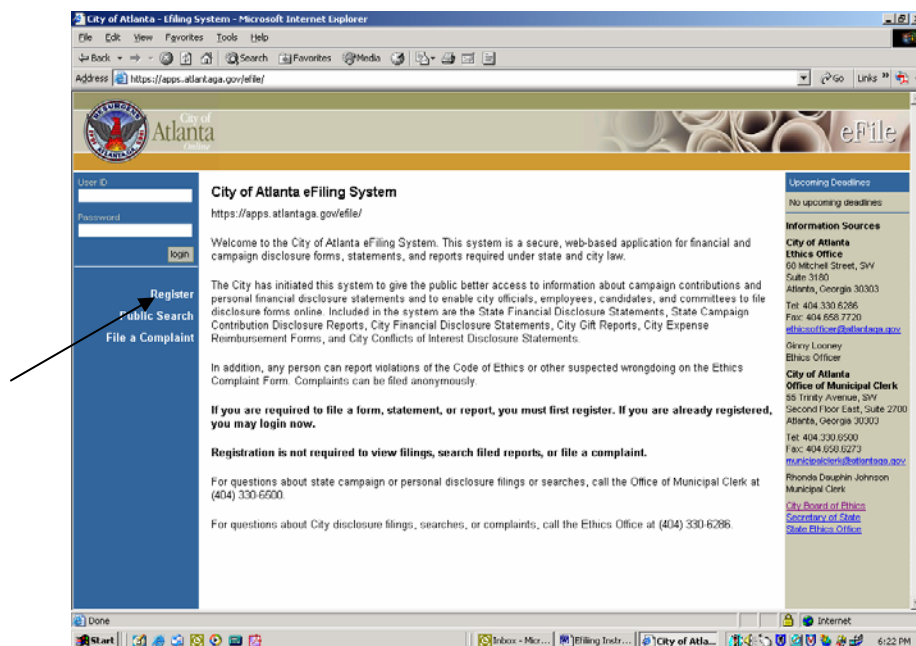


City of Atlanta eFiling System Instructions for Obtaining a Password

1. Go online to the City eFiling System at <https://apps.atlantaga.gov/efile>. Note: https for security.
2. Click "Register."

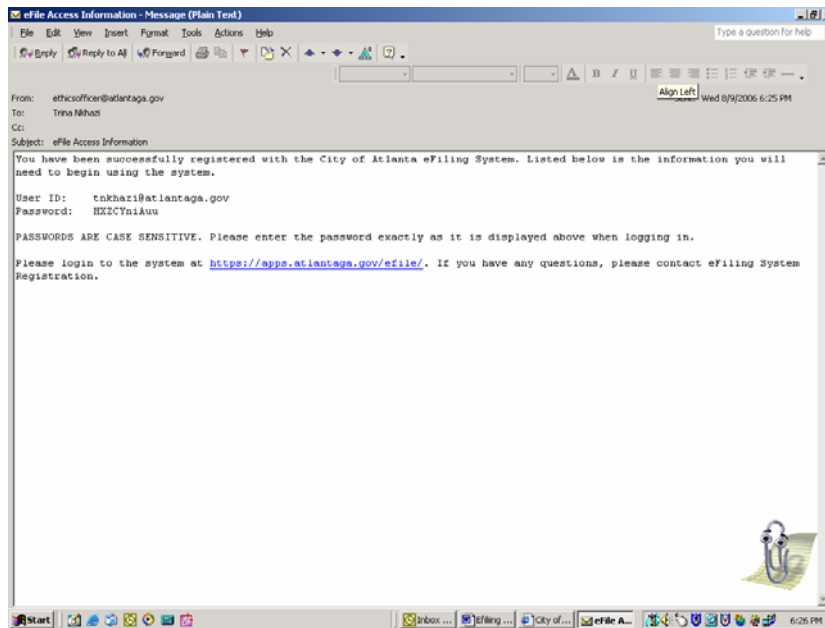


3. Enter your first name, last name, and email address.

A screenshot of the City of Atlanta eFiling System registration form in a Microsoft Internet Explorer browser window. The address bar shows "https://apps.atlantaga.gov/efile/register.htm". The page title is "City of Atlanta - eFiling System: Register - Microsoft Internet Explorer". The main heading is "Register to Access the City of Atlanta eFiling System". Below this is a "Click here for help with this section" link. The form instructions state: "Please complete the information below. Your name and email address must match the information in the City's eFiling system. If you are a new user, you may complete our open registration form to request access to the eFiling system. The open form requires you to enter an email address that is not already in use." The form fields are: "First Name" (Trina), "Last Name" (Nkhazi), and "Email Address" (tnkhaz@atlantaga.gov). A "register" button is at the bottom right of the form. A right sidebar contains "Upcoming Deadlines" and "Information Sources" with links to the City of Atlanta Ethics Office and City of Atlanta Office of Municipal Clerk. The Windows taskbar at the bottom shows the Start button, several icons, and the system clock at 6:24 PM.

4. Click "register."

5. If the name and address match what is contained in the city's eFiling database, a new password will be sent to you by email.



6. If you are unable to register, call the Ethics Office at 404-330-6286.